ENTERPRISE TASK MANAGER

An enterprise task management system (24) for managing data maintenance tasks across multiple applications. System (24) includes a task manager module (60) and a task engine module (62). Task manager module (60) includes two primary graphical user interfaces: a user interface (64) and a system administrator interface (66). User interface (64) includes an enterprise task list (22), a preview text box (96), and an instructions text box (100). Task engine module (62) includes the following sub-modules: ETM system setup (70) and task generation (72). Another aspect of the present invention is a system architecture for centrally managing the creation of tasks. Additional aspects of the present invention include a method of generating data maintenance tasks within an enterprise information system, a method of populating task data fields using task templates, and a method of automatically generating and performing tasks within system (24).